

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040012-0

| REPORTS INVENTORY   |             |   |                  |   |                 | CONTROL NO.  |                                |
|---|-------------|---|------------------|---|-----------------|--|--------------------------------|
| PREPARE IN DUPLICATE  |             |   |                  |   |                 | DDP - 66   |                                |
| 1. TITLE OF REPORT (If a fill-in report include Form No.)   |             |   |                  |   |                 | 2. TYPE OF REPORT  |                                |
| DEPARTEE/RETOURNEE REPORT   |             |   |                  |   |                 | <input type="checkbox"/> STATISTICAL<br><input checked="" type="checkbox"/> NARRATIVE<br><input type="checkbox"/> MACHINE-NAME LISTING |                                |
| 3. FUNCTIONAL AREA  |             | PERSONNEL   |                  | TRAINING  |                 | X  |                                |
|   |             | LOGISTICS   |                  | SECURITY  |                 |  |                                |
|   |             | MEDICAL   |                  | FINANCE   |                 |  |                                |
| 4. NO. OF COPIES PREPARED   |             | 5. FREQUENCY (weekly, monthly, quarterly, etc.)   |                  |   |                 | 6. DISTRIBUTION (No. of components not number of copies)   |                                |
| 50  |             | Weekly  |                  |   |                 | 6  |                                |
| 7. FORMAT (memorandum, form computer print-out, etc) Listing  |             | 8. ADP PROCESSING   |                  |   |                 | 9. DIRECTIVE AUTHORITY REQUIRING REPORT  |                                |
|   |             | <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. |                  |   |                 | <input type="checkbox"/> 25X1  |                                |
| 10. PREPARING COMPONENT (include lowest level contributing information to report)   |             |   |                  | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) |                 |  |                                |
| Foreign Divisions & TSD   |             |   |                  |   |                 |  |                                |
| 12. COST FACTORS  |             |   |                  |   |                 |  |                                |
| A. MANUAL PREPARATION AND REVIEW COSTS  |             |   |                  |   |                 |  |                                |
| GRADE   | HOURLY RATE | X   | HOURS PER REPORT | =   | COST PER REPORT | X  | TIMES PREPARED = COST PER YEAR |
|   |             |   |                  |   |                 |  |                                |
| B. COSTS OF COMPUTER PRODUCED REPORTS   |             |   |                  |   |                 |  |                                |
|   |             |   |                  |   |                 |  |                                |
| TOTAL COSTS PER YEAR  |             |   |                  |   |                 | \$3,022.00   |                                |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. |             |   |                  |   |                 |  |                                |
| Provides notification to interested components regarding departure and return of key personnel.   |             |   |                  |   |                 |  |                                |
| 14. FUTURE GOALS  |             |   |                  |   |                 |  |                                |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT  |             |   |                  |   |                 | ESTIMATED SAVINGS  |                                |
| <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)   |             |   |                  |   |                 | MAN-HOURS  |                                |
| <input type="checkbox"/> CHANGE   |             |   |                  |   |                 | DOLLARS  |                                |
| <input type="checkbox"/> DISCONTINUE  |             |   |                  |   |                 |  |                                |
| 16. DATE OF INVENTORY   |             | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION                                     |                  |   |                 | 18. EXTENSION  |                                |
| October 1970  |             | Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040012-0                        |                  |   |                 |  |                                |